

4 September 1973

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Records Management Conference in October
1973 and Proposed Records Management
Training Program in January 1974

1. The Conference Planning Committee has requested that a number of chapters for a procedural handbook be available for review at the Conference by panels made up of representatives from the various Directorates. Each panel will work on a specific chapter and produce a paper that will eventually go forth for official coordination. Since the two of you are the experts on filing equipment and supplies, I would appreciate your reviewing existing procedures, either written or practiced, and preparing a draft chapter explaining procedures for requisitioning and using these items. The draft should be prepared by 7 October 1973.

2. As you know, the Records Management-File Procedures Seminar sponsored by OTR has been cancelled. The decision was made recently to ask OTR to re-instate the course with RAB personnel again making the major contribution. [REDACTED] has already asked Gerry to review the course outline used by [REDACTED] and undertake the first presentation tentatively scheduled for the week of 14 January 1974. Chuck should also acquaint himself with the material since he will probably pick up the second presentation this fiscal year.

[REDACTED]
Chief
Records Administration Branch

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Distribution:

Orig - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]
X 1 - RAB/FITE
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